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MEMORANDUM FOR:

Chief, Support Services Staff, DDS

SUBJECT : Semi-Annual Report of the Office of Training
on ADP Management

REFERENCE : Your memo, dtd 28 Oct 66, subj. "Inauguration
of Semi-Annual ADP Management Report to
the Bureau of the Budget"

1. Except for an ADP Orientation to be offered by the Support School beginning sometime in November 1966, the bulk of OTR's ADP effort rests in the Registrar Staff and is concerned with the management of the Agency Training Record (ATR). This report of ADP management applies only to the ATR and is coordinated with the outline of essential elements "a" through "e" in your memorandum of 28 October 1966.

a. Accomplishments in the Use of Computers

In order to transfer the Agency Training Record system from the RCA 501 to the IBM 360, information on individual training taken under Agency auspices has had to undergo continuous editing by the Registrar Staff. The editing involved revision of codes for both internal and external courses. Revised codes for OTR courses were assigned to identify more positively certain aspects of specialized instruction which are included in larger programs; those for external courses were assigned for more useful retrieval. Specifically, rather than using categories of training as a basis for coding, each external course now has a separate code. Still later, these codes were adjusted by the insertion of a digit in an effort to eliminate any possible misunderstanding as to which courses are internal and which are external.

To speed the flow of data to the computer file, two forms which were in daily use in the Agency, and more specifically in use in OTR for enrollment in courses, were revised so that they now also serve as the documents for input. Much duplication in the preparation of raw data has been eliminated as a result of the revision of the forms. The Registrar also worked with the Office of Computer Services to arrange a system whereby training records of employees ostensibly separated from the Agency are reactivated immediately upon the returnee's

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conversion to staff-employee status.

b. Accomplishments in the Management of ADP Activities

In accordance with the Deputy Director for Support's plan to centralize computer-based information within his Directorate, the Office of Training is now operating its data system in line with the procedures currently being applied to Support information. Requests for information from the training file continue to be reviewed and evaluated initially by the Registrar and formats for reports are determined at that time, but the final coordination of requests is done through the Office of the Chief of Support Services. The Registrar determines the dissemination pattern and disseminates all reports.

c. ADP Plans for the Future

Information in the training file covers the years from 1947 to the present. As the ATR, all information in the file has been produced semi-annually. Beginning with Fiscal Year 1967, the ATR - in all its formats (five) - will include only information on that training taken between 1960 and 1966. Thereafter the information will be deactivated annually so that in each ATR only the most recent seven years of training will appear. It should be mentioned here that a print-out of the information in the deactivated file will be produced in one format only for the Registrar.

The Office of Training is also considering automatic deactivation of certain other courses regardless of the seven-year cut-off. We believe the deactivation of training records will not only reduce the size of the master file perhaps as much as 50%, but it will reduce the number of reels of magnetic tape that make up the file. We foresee that computer time required to update and produce reports will be lessened and the periodic purge of records will eliminate the need for manual work.

The Registrar is in the process of producing a dictionary which will identify a single and uniform title for each internal and external course as well as the clear-text name of each facility at which the Agency has ever sponsored training of employees. The dictionary will not only serve as a handbook for users of the ATR but it will be the primary source for accurate retrieval of training data. OTR is also planning to have periodic statistical reports on training produced at established intervals and in varying formats. In doing this the present system of manipulating manual records may be reduced as much as 75%.

d. Possible ADP Improvements Requiring Action by Other Agencies

This element of the report does not apply to the training file.

e. Office Organization and Assignment of Responsibilities of ADP

Under the Director of Training, the Registrar manages input and retrieval of training data according to the current procedures established for the Support Directorate.



for John Richardson
Director of Training

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